



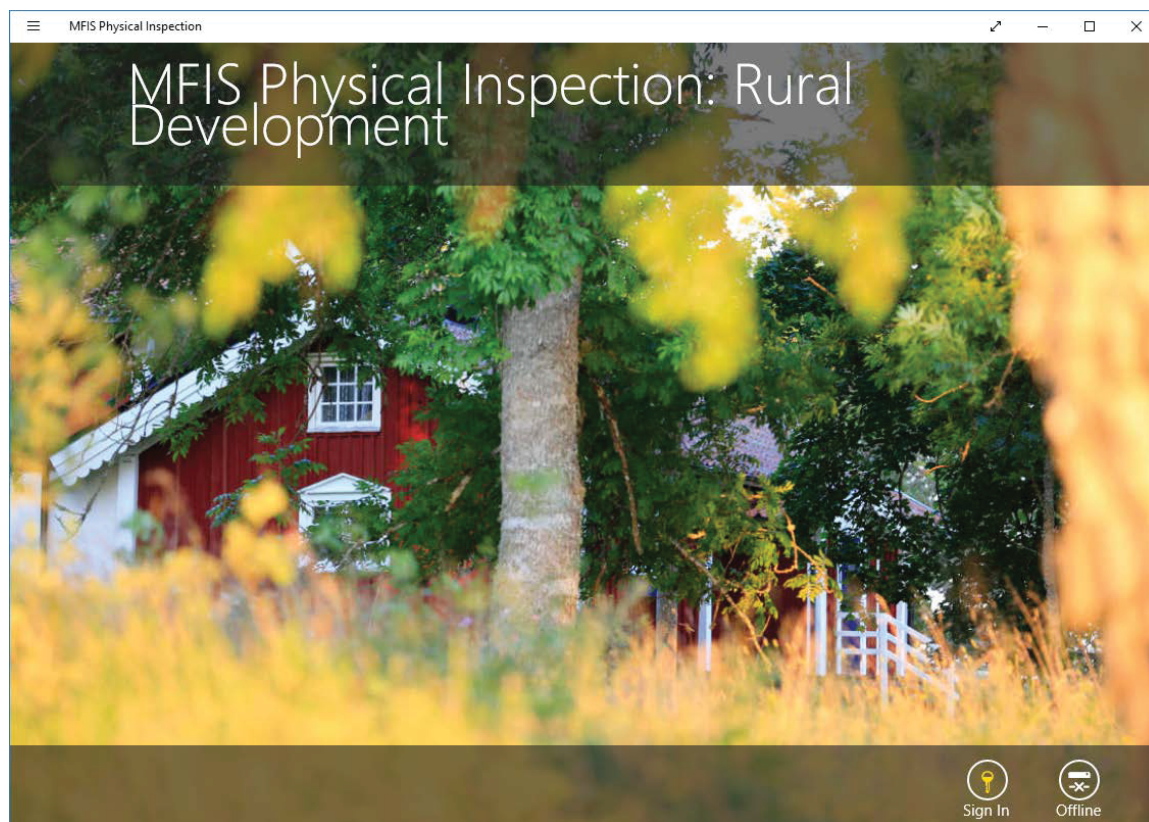
Mobile Applications

Mobile Applications

The mobile applications were built to assist USDA servicing officers with on-site inspections that are required by MFH program regulations. There are currently three separate applications available for a mobile device: Physical Inspection, Management Review, and Tenant File Review. In each of the applications, an eAuth and MFIS approved user searches for a project that has an inspection due within their provided time frame. Once selected, basic information about the project and its tenants is downloaded to the mobile device. After specified questions are answered about the project, the management agent and applicable tenants can then be uploaded to MFIS to report on the information collected, as well automatically update the findings and supervisory activities for the inspection.



Basic Initial Screen Common Format Between Applications



Online Mode is used when Wi-Fi is available for uploading and downloading projects to and from MFIS.

Offline Mode is used when Wi-Fi is not available. Usually used when doing the inspections.



Project Search Criteria

MFIS Physical Inspection

MFIS Filter

State: Select a State

District:

County:

From Date: August 5 2019

To Date: August 5 2019

Activity Name: All

Activity Status: Due

Search



Project List Matching Search Criteria

MFIS Physical Inspection

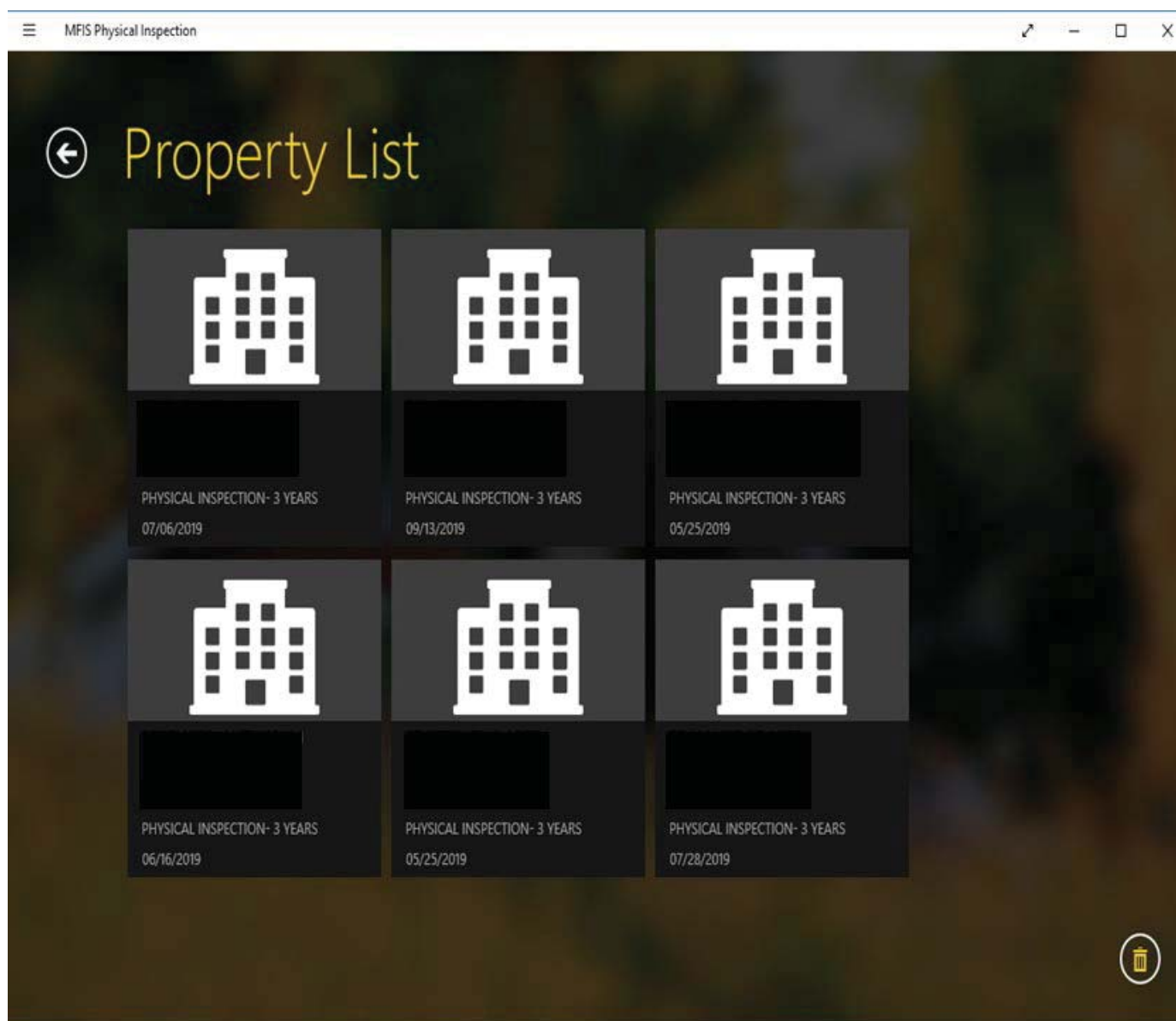
↩ Property Download Selection

Project Name	
PHYSICAL INSPECTION- 3 YEARS	
07/28/2019	
Project Name	
PHYSICAL INSPECTION- 3 YEARS	
06/28/2019	
Project Name	
PHYSICAL INSPECTION- 3 YEARS	
06/30/2019	

Download

Physical Inspection (PI) Application

List of projects
that are
downloaded to
the application
and available for
processing





Physical Inspection (PI) Application

Exterior questions reviewed and responded to by servicing official.

The number of questions to be answered in this area is 16. As the questions are completed, the number in the red circle will decrease until all questions are answered.

MFIS Physical Inspection

General

Inspection Date

June 12 2019

Additional Comments

2000 characters remaining

Servicing Official:

Type of Visit: PHYSICAL INSPECTION- 3 YEARS

Property Name:

Year Property Built: 1980

Management Agent Name:

Borrower Name:

Borrower ID:

Project Number:

Project Type: Elderly

General

Exterior 16

Units 12

Interviews

Summary

Physical Inspection (PI) Application

MFIS Physical Inspection

General

Inspection Date: ☒ June 12 2019

Additional Comments

2000 characters remaining

Servicing Official:

Type of Visit: PHYSICAL INSPECTION- 3 YEARS

Property Name:

Year Property Built: 1980

Management Agent Name:

Borrower Name:

Borrower ID:

Project Number:

Project Type: Elderly

No. of Units: 35

RA Units: 31

General Exterior Units Interviews Summary

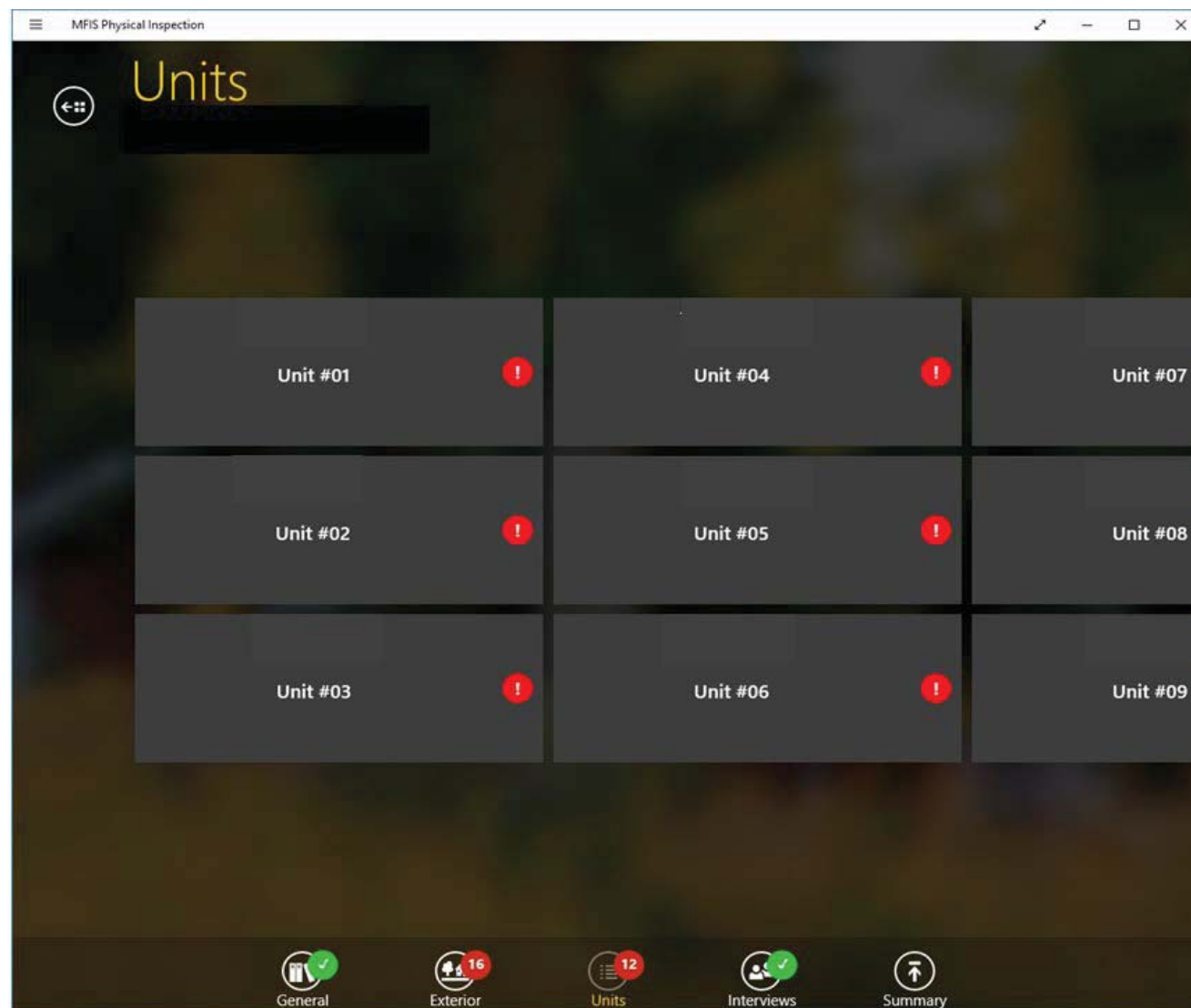
General questions reviewed and responded to by servicing official

Only the Inspection Date needs to be responded to on this page. The rest of the information is for the servicing official

Physical Inspection (PI) Application

List of units within the projects and their associated Tenant.

In this example, 12 units must be inspected. As the questions are completed, the number in the red circle will decrease until all questions are answered.



Physical Inspection (PI) Application

The screenshot shows the MFIS Physical Inspection application interface. At the top, the title bar reads "MFIS Physical Inspection". The main header displays "Unit #01" in yellow text, with a back arrow icon on the left and a plus icon on the right. Below the header, there are three input fields: "Project Name:" (redacted), "Unit Number: 01", and "Tenant Name: |" (redacted). Two questions are listed with radio button options:

- Can Unit Be Completed?**
☒ Yes ☐ No
- Has Unit Been Vacated?**
☒ Yes ☐ No

At the bottom, there is a navigation bar with five icons and labels: "General" (green checkmark), "Exterior" (red 16), "Units" (red 12), "Interviews" (green checkmark), and "Summary" (up arrow). Above the navigation bar, there are five category buttons, each with an icon and a red exclamation mark:

- General Questions (question mark icon)
- Kitchen (oven icon)
- Bedroom #1 (bed icon)
- Living and Dining Room (fork and knife icon)
- Bathroom #1 (two people icon)

Each unit has 5 specific
areas that must be
inspected



Physical Inspection (PI) Application

MFIS Physical Inspection

Unit #01 + Bathroom

Water Closet

✓

Accept

Finding

Violation

N/A

Base of water closet is not properly caulked.

Tank has evidence of cracks and/or leaks.

Lid and seat are not secure, does not fit properly, and is in poor condition.

Flushing mechanism is damaged and does not operate properly.

Stool is cracked or broken, exhibits evidence of leaks, and/or is not securely fastened to the floor.

Enter Comments Here

Take Photo

Electrical

✓

Accept

Finding

Violation

N/A

GFI switch is not properly located or missing; does not work properly.

Outlet and switch covers are damaged or missing.

Outlets and switches do not operate properly.

Light fixtures and covers are damaged or missing.

Vent fan is clogged and does not operate without excessive noise.

There is evidence of safety hazards (bare wires; arcing).

Enter Comments Here

Take Photo

General

Exterior

Units

Interviews

Summary

Example of questions to be responded to for 1 bathroom in the unit. Additional bathrooms may be added if required



Physical Inspection (PI) Application

MFIS Physical Inspection

Unit #01

Project Name:

Unit Number: 01

Tenant Name

Can Unit Be Completed?

Yes

No

Has Unit Been Vacated?

Yes

No

Add Bathroom

Add Bedroom

Add Interview

General Questions

Kitchen

Bedroom #1

Living and Dining Room

Bathroom #1

General

Exterior

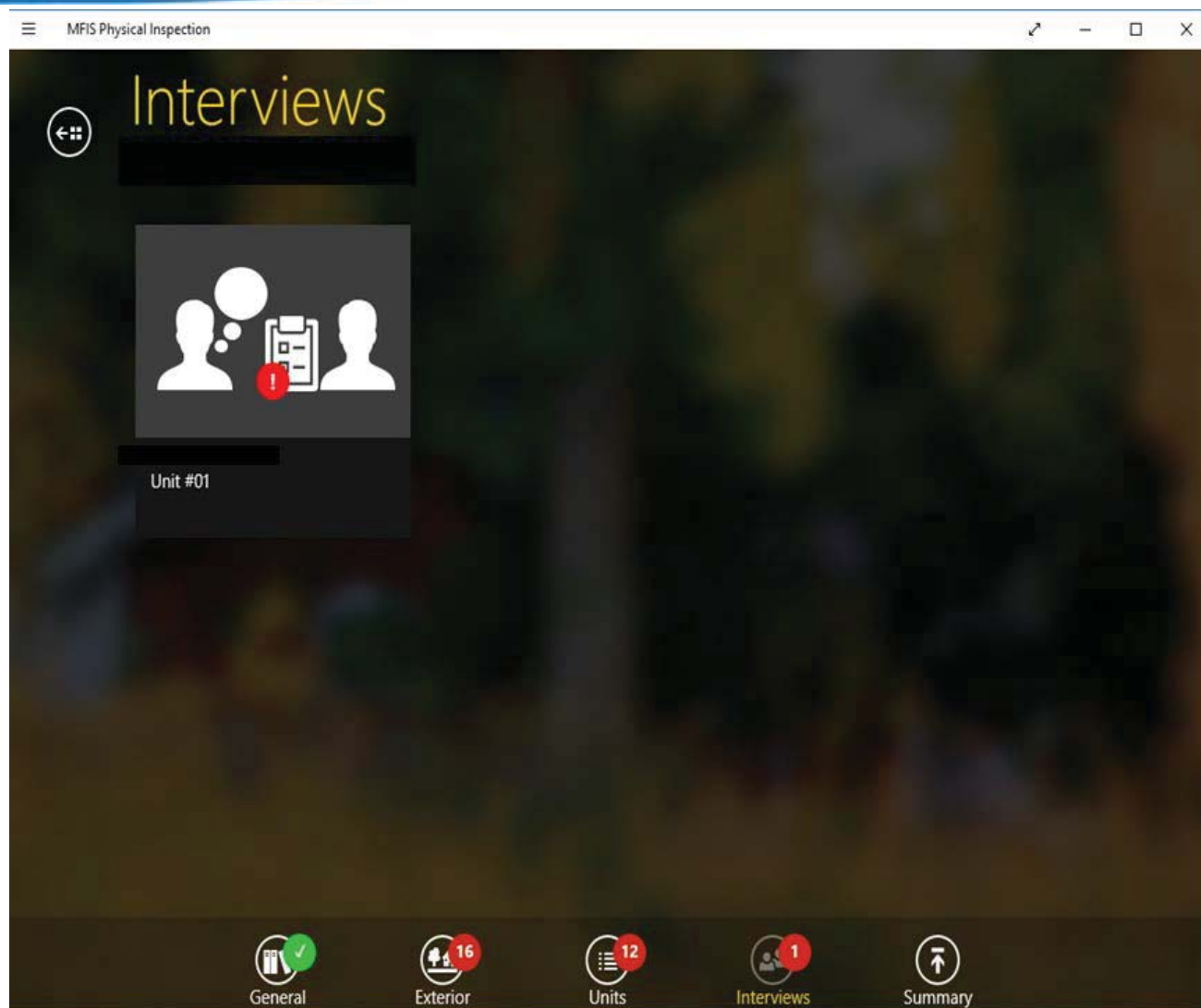
Units

Interviews

Summary

If the tenant is available, an interview questionnaire can be established

Physical Inspection (PI) Application



Once the interview is established, it must be completed or deleted.

Physical Inspection (PI) Application

Interview questionnaire
overview

The screenshot displays the 'MFIS Physical Inspection' application window. The title bar reads 'MFIS Physical Inspection'. The main header area shows a back arrow icon, the title 'Interview for Unit #01' in large yellow text, and a trash icon. Below the title, 'FRIENDSHIP HOUSE I' is displayed. The 'Interview' section contains the following fields:

- Tenant Name: [Redacted]
- Property Name: [Redacted]
- Income/Asset Information: [Redacted]
- Adjustments to Income: [Redacted]
- Sources of Income: Social Security
- Medical/Child Care: [Redacted]
- Number of Household Members: [Redacted]
- Unit Number: 01
- Unit Type: N
- Unit Rent: [Redacted]
- Unit RA: [Redacted]
- Occupancy Date: 06/01/2007
- Date of Most Current Certification: 04/01/2019
- NTC: [Redacted]

The 'General Questions' section is partially visible at the bottom, starting with the question 'How many people live in the household?'. The bottom navigation bar includes five icons with labels and counts: General (green checkmark), Exterior (16), Units (12), Interviews (1), and Summary (up arrow).



Physical Inspection (PI) Application

MFIS Physical Inspection

←

Interview for Unit #01

General Questions

!

How many people live in the household?

!

How much do you pay for rent?

\$ 0.00

!

What do you pay on average for utilities per month?

\$ 0.00

!

Do you have any sources of income?

Yes

No

Don't Know

!

Do you claim allowances or adjustments to your income?

Yes

No

Don't Know

!

Have you made any requests for repairs for maintenance within the last 6 to 12 months?

Yes

No

Don't Know

!

Do you know about the Tenant Grievance and Appeal Process?

Yes

No

Don't Know

!

Do you have access to the laundry facilities, community room, and common areas if

General

Exterior

Units

Interviews

Summary

Interview questionnaire
detail

Physical Inspection (PI) Application

MFIS Physical Inspection

Summary

Upload

Save to PDF

General

Inspection Date: 8/5/19

Servicing Official:

Type of Visit: PHYSICAL INSPECTION- 3 YEARS

Property Name: :

Year Property Built: 1976

Management Agent Name:

Borrower Name:

Borrower ID:

Project Number:


Project Type: Family

No. of Units: 8

RA Units: 8

Exterior

Walls and Ceilings - Common Areas, Hallways, and Stairways: Status: Accept -- Number of Photos Taken: 1



Debris and Graffiti: Status: Accept

Roofs, Flashing, and Gutters: Status: Accept

Lighting: Status: Accept

Common Area Accessibility: Status: Accept

Exterior Walls and siding: Status: Accept

Landscaping and Grounds: Status: Accept

Drainage and Erosion Control: Status: Accept

Drives, Parking Surfaces, and Walks: Status: Accept

Exterior Signage: Status: Accept

General

Exterior

Units

Interviews

Summary

Summary of all the questions responded to for the project, as well as displaying all pictures taken during the inspection process.